

**MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE  
50 MAPLE STREET  
MILFORD, MA 01757-3604**

**OPEN ANNOUNCEMENT (2 YEARS)**

**NUMBER: FY-05-01 (AGR)**

**EXPIRES: 30-SEP-06**

**DATED: 1-OCT-04**

1. **ELIGIBILITY:** Applications are currently being accepted for the following position from all enlisted soldiers and those eligible for enlistment in the MAARNG under the provisions of 10 USC 681, Title 32 Section 502. **The Personnel Automated Records Center (PARC) will accept applications until 1630hrs, 30 September 2006.**

<b>Position: Recruiting &amp; Retention NCO</b>	<b>Location: Recruiting &amp; Retention Command, JFHQ – Milford, 50 Maple Street, Milford, MA 01757</b>
<b>Max Grade: SFC/E7 Min Grade: SGT/E5</b>	<b>MOS/AOC: 79T40</b>
<b>Unit POC: SGM Tesauro (508) 233-7303</b>	<b>AGR Branch POC: SFC Pankey (508) 233-7159</b>
<b>Salary: Full-time Military Pay &amp; Allowances based on rank and time in service</b>	<b>Web Site: <a href="http://www.state.ma.us/guard">http://www.state.ma.us/guard</a></b>

**2. QUALIFICATIONS:**

- a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.
- b. To enter into the AGR Title 10/32 Program, a Chapter 3 examination will be completed in accordance with AR 40-501, within 24 months prior to first day of an active duty tour. This examination is to be accomplished at an Active Army MEDDAC, MED CEN or MEPS; if the examination is older than six months but less than 24 months, a DA Form 7349 (Initial Medical Review/Annual Medical Certificate) with review by the State/Territory Surgeon or Health Care Provider Designee (physician, Physician assistant or nurse practitioner) will be accomplished within 60 days prior to the first day of AGR duty to ensure that Chapter 3 standards continue to be met.
- c. Female applicants must take a pregnancy test within 30 days prior to the first day of the AGR Tour.
- d. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).
- e. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three (3) year tour of duty or must be willing to extend.
- f. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).
- g. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with for a different SPMD position, defined as a SPMD position with a different position number.

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h. Eligible applicants not currently AGR must meet the requirements contained in Chapter 2, NGR 600-5, dated 20 Feb 90. Any falsification of the eligibility requirements will result in non-consideration for appointment, or if appointed, will be released from the AGR program.

i. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.

### 3. APPLICATION PROCEDURES:

a. ALL APPLICANTS will submit:

- (1) A copy of this announcement.
- (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
- (3) Photocopy of the most current DA Form 705 (APFT Score Card.)
- (4) Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is not acceptable).
- (5) Statement from the Commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.
- (6) Aptitude scores, either shown on the DA form 2-1 or a copy of the test scores (79T qualifications for MOS schooling must have 110 in GT, waiverable to 100 with a score of 100 in ST).
- (7) Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

b. ALL APPLICANTS will forward the above paperwork to **JFHQ, MAARNG, ATTN: MAAR-PER-PARC, 50 MAPLE STREET, MILFORD, MA 01757-3604** or schedule an appointment with: Customer Service: (508-233-6772). Personnel Automated Record Center (PARC) attaches:

- (1) A certified copy of DA 2-1
- (2) A copy of Retirement Point Accounting Management (RPAM) NGB 23B
- (3) DD Form 214s and NGB Form 22s
- (4) Copy of last 5 NCOERs

c. **PARC then forwards the completed packet to HRO/AGR Branch (SFC Pankey). The President of the Board will contact qualified applicants for an interview. All applicants will be notified in writing within 30 days after the selection board.**

**4. BRIEF JOB DESCRIPTION:** Responsible to the Recruiting & Retention Commander through Area Recruiting & Retention Officer (RRO) and Area Non-Commissioned Officer-in-Charge (ANCOIC) for meeting all three tenants of recruiting and retention: recruiting, retention and attrition management. Duties will include, but are not limited to the following:

- (a) Prospect by area, canvass, and by telephone to gain referrals
- (b) Pre-qualify referrals using APPLE-MD, determine their eligibility for enlistment or reenlistment, and refine leads.

(c) Prepare and process in draft form enlistment /reenlistment packets for prior service and non-prior service personnel.

(d) Counsel qualified and disqualified applicants on either their non-select or enlistment contracts or service obligations.

(e) Explain initial entry training (IET) requirements and the Selected Reserve Incentive Program and brief applicants on their test results and the pre-IET program.

(f) Prepare applicants for MEPS processing and ensuring that all applicants make their scheduled MEPS appointment. In addition, they are responsible for the shipping of all their applicants to Phase I/BCT.

(g) Apply management by objective techniques, and develop and maintain time management/work plans.

(h) Establish and maintain liaison with command, staff, and/or field elements affecting the Strength Maintenance program. Assist leaders at all levels to establish and maintain required references and files.

(i) Analyze audiences and occasions, prepare, and give speeches about the ARNG on such topics as missions, programs, facts, features, benefits, and opportunities.

(j) Conduct sales presentations/interviews to obtain enlistments and reenlistments.

(k) Assist commanders in developing, maintaining, and implementing Strength Maintenance action plans for major training activities, unit events, classes, and seminars.

(l) Assist commanders in developing, conducting, evaluating, and maintaining Strength Maintenance incentive and awards programs to include extension ceremonies, and publicity programs.

(m) Distribute and display Strength Maintenance promotional items.

(n) Conduct interviews with soldiers, and family members, employers, and others as required to evaluate programs and train leaders.

(o) Maintain contact with unit members for attrition management.

(p) Assist, coordinate, and provide guidance and training for unit retention personnel.

(q) Assist with implementing, conducting, and maintaining the Strength Maintenance plan.

(r) Prepare and process Strength Maintenance drafts and working papers, correspondence, reports and other required items; research and interpret Strength Maintenance publications.

(s) Explain MAARNG opportunities to soldiers and their families; research and explain the facts, features, programs, rights, and entitlements, and the procedures to gain benefits from MAARNG membership through presentations, briefings, interviews.

(t) Advise leaders on Strength Maintenance matters; reinforce positive actions and recommend changes to areas that adversely affect Strength Maintenance.

(u) Prepare, conduct, and evaluate Strength Maintenance training, seminars, workshops, and conferences.

(v) Prepare and maintain prospect files and school program folders.

(w) Assist in monitoring the unit environment; effective recruiting and attrition management programs, and identify corrective actions.

(x) Individual may be required to perform frequent TDY utilizing military or commercial aircraft.

(y) Performs additional duties as assigned.